



Initial Planning Conference Agenda

1. Welcome and Introductions
2. Exercise Overview
 - Purpose
 - New EMSTAT
 - Major Phases
3. Exercise Design
 - Functional Exercise
 - Schedule
4. Exercise Objectives
 - Information Systems
 - Patient Tracking
 - Emergency Operations
 - Communications
5. Scenario Elements and MSEL
 - Scenarios
6. Exercise Participants
 - Healthcare facilities state-wide
 - DRCs
 - Associations
 - State EOC staff
 - Data Cell
 - LERN
 - IT staff
 - DHH Leadership
 - Patient Movement Organizations
 - Mass Fatality DRCs
7. Timeline
8. Exercise Staffing
 - Staff Organization
 - Controllers
 - Evaluators
9. Documentation
 - Exercise Plan
 - EEG and C//E Handbooks
 - Situation Manual

10. Evaluation

- Exercise Evaluators
- Participant Hot Wash
- Controller/Evaluator Debriefing
- AAR Conference
- Improvement Plan

11. Support Requirements

- Staffing
- Locations
- Communications and Information Systems

12. Action Items

- Organization of Work Groups

13. Next Steps

- Next draft of key documents
- Plan for Mid Term Planning Conference